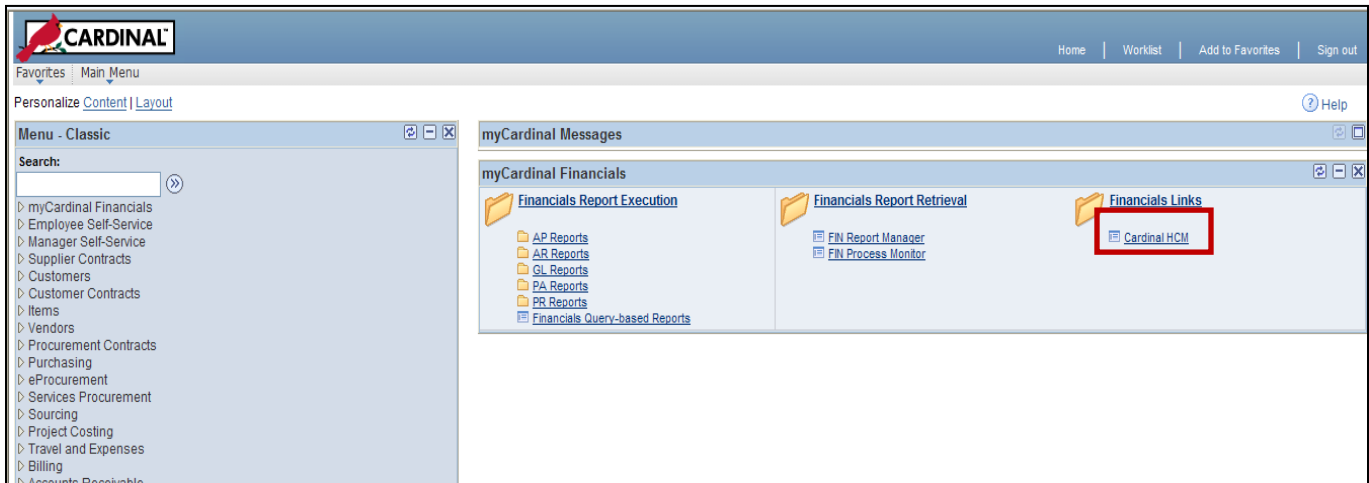


Running the Timesheet Exception Report – Self Service

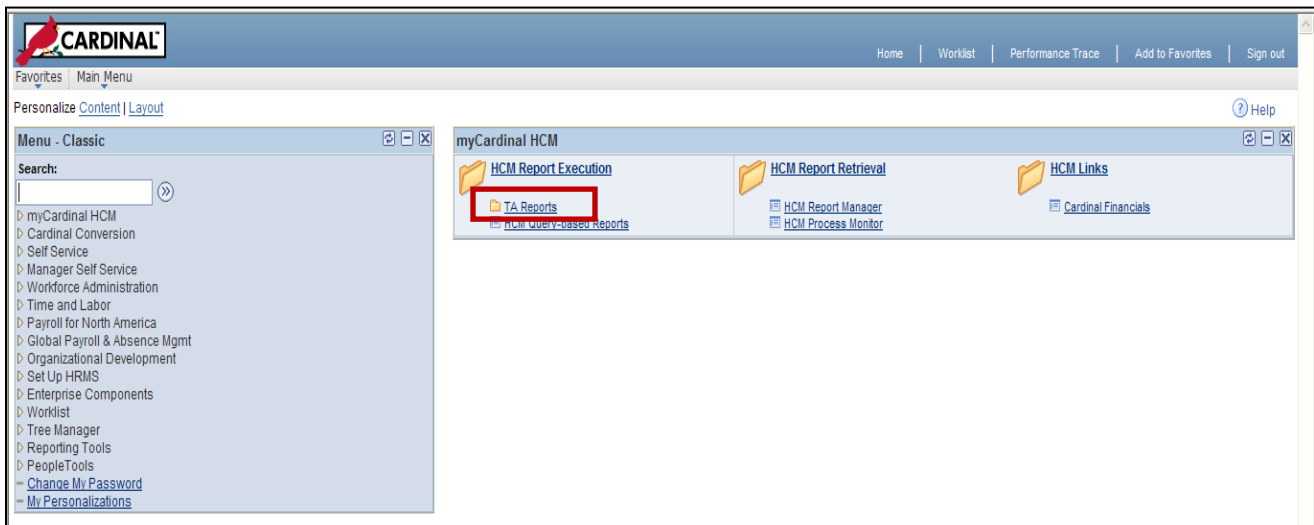
About the Timesheet Exception Report

The Timesheet Exception Report in Cardinal contains two sections. The first provides a review of overtime hours for both salaried and hourly employees. The second provides a deviation from scheduled hours based on a summary of reported and payable time.



- 1 Access the following path:

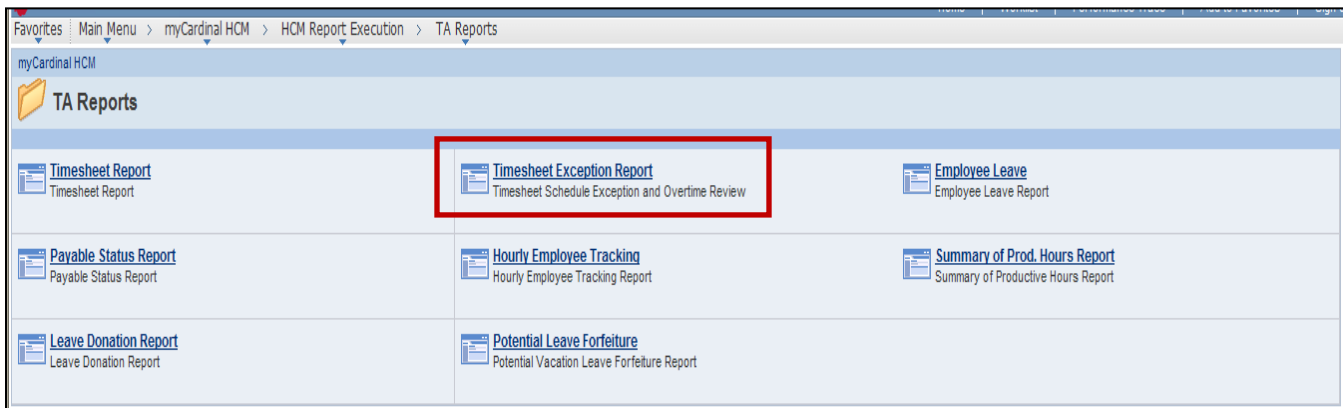
Cardinal Financials > Cardinal HCM



- 2 Click the TA Reports link from the Main Menu page or use the following path:

Main Menu > myCardinal HCM > HCM Report Execution > TA Reports

Running the Timesheet Exception Report – Self Service

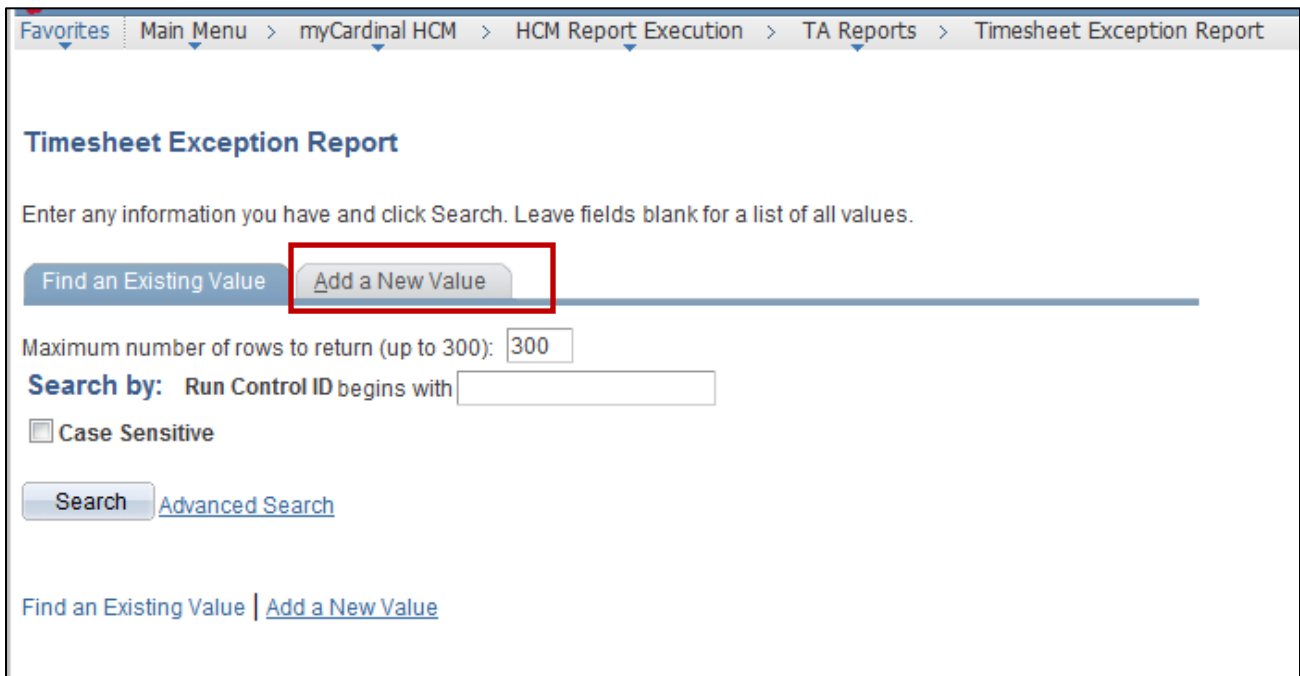


myCardinal HCM

TA Reports

- [Timesheet Report](#)
Timesheet Report
- [Timesheet Exception Report](#)
Timesheet Schedule Exception and Overtime Review
- [Employee Leave](#)
Employee Leave Report
- [Payable Status Report](#)
Payable Status Report
- [Hourly Employee Tracking](#)
Hourly Employee Tracking Report
- [Summary of Prod. Hours Report](#)
Summary of Productive Hours Report
- [Leave Donation Report](#)
Leave Donation Report
- [Potential Leave Forfeiture](#)
Potential Vacation Leave Forfeiture Report

- 3 Click the **Timesheet Exception Report** link.



Timesheet Exception Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 4 Click the **Add a New Value** tab.

Running the Timesheet Exception Report – Self Service



Timesheet Exception Report

Find an Existing Value Add a New Value

Run Control ID TSEException

Add

[Find an Existing Value](#) | [Add a New Value](#)

- 5 Create a **Run Control ID** and click the **Add** button.

NOTE: The system will not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Report. Simply change any parameters you need to change before running the report again.

- 6 Once you enter and save a **Run Control ID**. For future used, you can use the **Find an Existing Value** tab, click the **Search** button and select the **Run Control ID**.

Running the Timesheet Exception Report – Self Service

[Favorites](#) | [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Exception Report](#)

Timesheet Exception Report

Timesheet Schedule Exception and Overtime Review

Run Control ID: TSEException [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Set ID *Business Unit

Date Parameters

Pay Period End Date ↔ -- OR -- From Pay Period End Date

To Pay Period End Date

Report Parameters

Reports To Position Number

Empl ID

Department ☐ Node Only

Show All Employees
☐ Variance Only

Show Submitted Time
☐ Approved Only

Employee Type
☒ Salaried
☐ Hourly

Save **Notify** **Add** **Update/Display**

- 7 In the **SetID** field, enter or select **50100**.
- 8 In the **Business Unit** field, enter or select 50100.
- 9 In the **Select Pay Period End Date or From/To Date** section, enter only one or the other. In this example, it is **Pay Period End Date**.
- 10 In the **Report Parameters** section enter your employee ID in the **Empl ID** field. When you enter your **Empl ID**, the **Employee Type** section is greyed out.
- 11 Click the **Save** button.

Remember: The system does not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Exception Report. Simply change any parameters you need to change before running the report again.

- 12 Click the **Run** button.

Running the Timesheet Exception Report – Self Service

[Favorites](#) | [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Exception Report](#)

Process Scheduler Request

User ID: PPS_ANGELA.GRAY Run Control ID: TSEException

Server Name: **PSUNX1** Run Date: 11/28/2012 [Reset to Current Date/Time](#)
 Recurrence: Run Time: 2:15:21PM
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VTAR0024	VTAR0024	SQR Report	Web	PDF	Distribution

- 13 If the **Server Name** field is enabled, select **PSUNX1**. If the **Server Name** field greyed out, no entry is required.
- 14 Click the **OK** button. This will return you to the Main Run Control page.

[Favorites](#) | [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Exception Report](#)

Timesheet Schedule Exception and Overtime Review

Run Control ID: TSEException [Report Manager](#) **Process Monitor**

Process Instance: 241891

Report Request Parameters

*Set ID 50100 *Business Unit 50100

Date Parameters

Pay Period End Date 11/09/2012

-- OR --

From Pay Period End Date To Pay Period End Date

- 15 Click the **Process Monitor** link. This allows you to view the run progress of the report.

Running the Timesheet Exception Report – Self Service

Process List

View Process Request For

User ID: PPS_ANGELA Type: [] Last [] 1 Days [] **Refresh**

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	241767		SQR Report	VTAR0026	PPS_ANGELA.GRAY	11/28/2012 11:59:01AM EST	Success	Posted	Details

[Go back to Timesheet Exception Report](#)

- 16 Click the **Refresh** button (you can do this several times) to refresh the status of the report.
- 17 When the Run Status = **Success** and the Distribution Status = **Posted**, click the **Details** link.

Running the Timesheet Exception Report – Self Service

Navigation: Favorites | Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Exception Report

Process Detail

Process	
Instance:	241767
Name:	VTAR0026
Run Status:	Success
Type:	SQR Report
Description:	VTAR0026
Distribution Status:	Posted

Run	Update Process
Run Control ID: TSReport1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX1	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 11/28/2012 12:00:50PM EST	Parameters Transfer
Run Anytime After: 11/28/2012 11:59:01AM EST	Message Log
Began Process At: 11/28/2012 12:00:58PM EST	Batch Timings
Ended Process At: 11/28/2012 12:01:28PM EST	View Log/Trace

OK Cancel

18 Click the **View Log/Trace** link.

Running the Timesheet Exception Report – Self Service

[Favorites](#) | [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Exception Report](#)

View Log/Trace

Report

Report ID: 90772 **Process Instance:** 241897 [Message Log](#)
Name: VTAR0024 **Process Type:** SQR Report
Run Status: Success

VTAR0024

Distribution Details

Distribution Node: hrprd **Expiration Date:** 12/28/2012

File List

Name	File Size (bytes)	Datetime Created
SQR VTAR0024 241897.log	1,821	11/28/2012 2:21:00.955125PM EST
vtar0024 241897.PDF	8,031	11/28/2012 2:21:00.955125PM EST
vtar0024 241897.out	0	11/28/2012 2:21:00.955125PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_ANGELA.GRAY

[Return](#)

- 19 Click **vtar0026_XXXXX.pdf** to view the report generated. The XXXXX denotes the process instance generated at run time.
- 20 The report opens as a PDF file.



Time & Attendance Job Aid

Running the Timesheet Exception Report – Self Service

Commonwealth of Virginia									
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW					Run Date: 12/10/2012				
Overtime Review					Run Time: 11:47 00				
Report ID: RTA024									
Page No. 1 of 2									
Setid:	50100								
Business Unit:	50100								
Pay Period End Date:	11/09/2012								
Emplid:	00222260700 : Roadcrew, Tom								
Empl Type:	S								
All employees									
Submitted Time									
Date	Department	Description	Emplid	Name	Reports To Position	Name	TBC	TBC Description	Hours
10/29/2012	10015	Fiscal	00222260700	Roadcrew, Tom	01810	Supervisor, Joe		CPE Compensatory Leave Earned	8.00
Subtotal									8.00
Total									8.00

21 Part 1 of the Timesheet Exception Report – **Overtime Review** section.

Commonwealth of Virginia										
TIMESHEET SCHEDULE EXCEPTION AND OVERTIME REVIEW					Run Date: 12/10/2012					
Deviation from Scheduled Hours					Run Time: 11:47 00					
Report ID: RTA024					Page No. 2 of 2					
Setid:	50100									
Business Unit:	50100									
Pay Period End Date:	11/09/2012									
Emplid:	00222260700 : Roadcrew, Tom									
Empl Type:	S									
All employees										
Submitted Time										
Department	Description	Emplid	Name	Reports to Position	Name	Total Reg Prod & Non-Prod Reported	Scheduled	Variance	Prod OT Hours	Total Hours Reported
10015	Fiscal	00222260700	Roadcrew, Tom	01810	Supervisor, Joe	88.00	96.00	8.00	8.00	96.00
Total for 10015						88.00	96.00	8.00	8.00	96.00

22 Part 2 of the Timesheet Exception Report – **Deviation from Scheduled Hours** section.